

*approved  
4-8-04*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES FOR JANUARY 8, 2004**

The Madison County Library Board of Trustees met at 4:30 p.m. on Jan. 8, 2004 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Gerald Ingram, Fern Coutant, Judy Atwood, Suzanne DeGrasse, Kathryn Ames, Elizabeth Murray, Jackie Griffith, Gail Bates and Margie Richards. Michael Moak, chairperson for 2004, welcomed everyone and said he was looking forward to serving as chairman.

Motion to approve the minutes of the October 9, 2003 meeting was made by Murray, with Ingram seconding the motion. The minutes were approved by unanimous vote.

**REPORTS**

**•Chairman - Michael Moak**

Mr. Moak said he was grateful for the board's confidence in him and honored to be selected as chairman. He also stated that he was looking forward to making sure the library continues to move forward in the future.

He submitted a list of committees for 2004, stating he had left those serving on each committee the same, except to replace his name on the list with that of past president Gerald Ingram's name.

He also referred to regional director's evaluation documents that were sent to board members along with the minutes and agenda. Mr. Moak said these were expected to be adopted at the regional library board meeting on January 15.

Mr. Moak reported that he will also be serving as regional board chairperson and had asked Mr. Ingram and Mrs. Murray to continue serving on the regional board.

At this point, Mr. Ingram interjected that all board members were welcome to attend any regional board meetings.

Mrs. Murray passed out copies of the list of services our library receives as a part of the regional library system and asked that all board members read over and become familiar with these benefits.

Mr. Moak reported that Mr. Ingram had met with county clerk Morris Fortson who informed him that the library's budget had been funded for another year (2004) with no changes.

**•Branch manager - Suzanne DeGrasse**

Miss DeGrasse passed out copies of the quarterly statistics and activities for the library.

She said that the numbers were down in general for this time of year, but attributed the lower numbers in part to the library being closed a few more days than usual. She also said that problems with the computers and internet service had also attributed to the lower numbers.

A lot of books (652) and other donations were received during the past quarter.

DeGrasse also reported that there had been a number of interesting displays at the library.

Two "Just My Imagination" workshops were offered by the GA Museum of Art as well as several other drawing and craft workshops.

Other adult programs were also offered and she reported that the staff is constantly looking for ways to attract the interest of adult patrons. Their most popular adult workshop was a floral center piece workshop for Christmas, offered by Danielsville Florist.

**•Regional Consultant - Judy Atwood**

Ms. Atwood reported that branch managers had recently completed the "coaching entry level staff" management training in December. The managers filled out evaluation forms on what they would like additional training on at that time.

Ms. Atwood also reported on a COMO Conference she attended on Jekyll Island in October and that there were excellent ideas relevant to public libraries presented, including the customer service philosophy C.A.K.E. (courteous, attentive, kind and efficient) presented by the Oxford College of Emory University.

"Books for Babies" were distributed to branch libraries in December both in English and in Spanish. She explained that this is a program where all newborns in Georgia can receive a free book at their local library.

DeGrasse said that the books (50 English and 20 Spanish) were delivered to the local health department along with a library brochure for each. Atwood also reported that the Madison County Library is doing very well in circulation and patron visits from fiscal year 2000 through fiscal year 2003.

•Regional Director - Kathryn Ames

Ms. Ames reported that predictions were that the state would reduce library budgets by another 2.5 percent and that regionally the effects of the reduction would most likely be seen in bookmobile and summer reading club services. She said locally, the regional system hoped to be able to reallocate staff and keep the services the same on every level.

Ms. Ames said the regional board had gone through and prioritized some of the library system's services at their last meeting in October, in case curtailing some of those services became necessary.

Good news - the state had left \$1.25 million funds for the PINES system in the supplemental budget. She also mentioned a plan by the PINES board to reduce postage through a courier service statewide distribution system.

Also, meetings were being held in Perry, GA in January to make plans for the summer reading program.

The Legislative Session was planned for Feb. 12 from 9 - 11 a.m. in Atlanta with a legislative briefing. This is a different format from past sessions.

Ms. Ames encouraged all board members to read Library Law 101 packets she handed out. She emphasized that the first point of contact for information and/or assistance for patrons is the local branch manager (Ms. DeGrasse). She also pointed out various other sections in the material pertaining to board members, including legal liability.

She reported that meeting room policy changes would be discussed at the regional board meeting.

Fifty-one percent of revenues have been received for the fiscal year and Ames told the board that the local staff was doing a good job on collecting fines and fees ("best in the region"). She said our county library was in great shape financially.

Other items including state-wide advocacy were also discussed.

•Friends of the Library -Elizabeth Murray

Mrs. Murray reported that this year's president for the Friends had resigned and that Victor Johnson (vice-president) had agreed to step into the president's job. This left the Friends in need of a new vice-president and three committee chairs. Due to the vacancies, Murray said the Friends were not able to establish a plan of work at their executive meeting.

She reported that the Friends general meeting was set for Feb. 25 with a program on quilting to be presented as well as the business meeting.

The Friends ordered more of the fans that are so popular at the library's community booths.

#### COMMITTEE REPORTS

•Building and Grounds - Elizabeth Murray

She reported that the grounds have been cleaned up, a bush replanted and the soaker hoses dug up. Earth Angels are doing a good job caring for the grounds. She and Fern Coutant plan to revamp one area of the outside grounds.

The building appears to be in good shape.

•Personnel - Elizabeth Murray

A salary survey report was presented with a copy being entered into the library's permanent file.

The report stated that the personnel committee feels that the salaries at the Madison County Library are in line with and compare favorably with regional library salaries and with jobs of equal responsibility and educational requirements in the county government system.

•Gifts - Ms. DeGrasse reported that former state representative Louie Clark had given \$75 in gifts and that she had sent a thank you acknowledgment to him.

•Special Projects - John Barton (guest)

Barton reported on the library's "Vanishing Madison County" project, which he and Ms. DeGrasse head up. He said there are 5,325 images on file at the library at this time, with most being pre-1945 photos.

He gave a brief history of the project, stating that it had started in October, 2001; photos began being scanned in April 2002 and that images had been obtained from a variety of sources. There have been two presentations: Black History was presented by Ms. DeGrasse in Feb. 2003 and Mr. Barton presented a program on the project to the Madison County Heritage Foundation in Aug. 2003.

Goals for the project include: acquiring different yearbooks to access images from them; continue to pursue reunions (school, family); genealogy - try to collect pictures from older family members.

Problems to deal with: must decide what goes out to the public; must get more organized. Mr. Barton stated that the ultimate goal is to place the project on the internet and to have a continuum of history.

The board gave Barton permission to collect both pre-1945 images and any others he deems of significant historical value.

Ms. Murray recommended an attorney be contacted and give a written opinion on release forms and other legal issues discussed.

#### OLD BUSINESS

- Maintenance problems with library building - Ms. DeGrasse reported that some small things have been fixed, but that major problems have not, such as the leak over the microwave and the lights in the lobby area.

Several other small items were added to the list by board members.

She said the county's sole maintenance man had been less available lately due to the birth of a child.

- Service contracts - Mr. Ingram reported that both the cleaning and grounds maintenance programs were okay. Angels of Earth contract and D&D Cleaning Service contract are both for two years (through Dec. 2004).

#### ANNOUNCEMENTS

Mr. Moak announced that the next board meeting will be April 8, 2004 at 4:30 p.m. at the library.

With no further business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted by Margie Richards, secretary, Madison County Library Board of Trustees



1-24-04

MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES FOR APRIL 8, 2004

*approved  
7-8-04*

The Madison County Library Board of Trustees met at 4:30 p.m. on April 8, 2004 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Gerald Ingram, Fern Coutant, Judy Atwood, Suzanne DeGrasse, Kathryn Ames, Elizabeth Murray, Jackie Griffith, Gail Bates, Ramona Booth and Margie Richards.

The minutes of the January 8, 2004 meeting were approved by unanimous vote.

REPORTS

.Chairman - Michael Moak

Mr. Moak shared some information from the January regional board meeting, including a policy revision on the public use of meeting rooms, as well as a proposed substance abuse policy statement that was to be discussed at the upcoming April regional board meeting.

Mr. Moak provided the documents so that the local board of trustees will be aware of issues the regional board is dealing with and to receive input on those issues.

.Branch manager - Suzanne DeGrasse

Miss DeGrasse passed out copies of the quarterly statistics and activities for the library. She noted that while most statistics for the library's use were up, children's program attendance figures were down somewhat due to children's program director Debbie Lester's absence due to surgery, but that since her return attendance is improving.

She also reported that the library served 863 adults through the AARP Tax Aide program, manned by several volunteers during tax season. DeGrasse noted that the tax aide program was a "good way to get people into the library that would not come otherwise."

Full attendance also continued at the ever popular computer classes, DeGrasse said, as well as two good core groups of book discussion members. The library also hosted a Sunday video series highlighting Black History Month in February.

Donations from patrons continued to be strong, with 392 hardbacks, 2,564 paperbacks, 2 books on tape, 10 cliff notes, 1 Thesaurus, 14 cassette tapes and 1 picture frame being donated to the library during the first quarter of the year.

.Regional consultant - Judy Atwood

Ms. Atwood reported on a program facilitated by members of the Oconee County Human Resources Department called "Who Moved My Cheese?" This training program was for branch managers and other regional library staff and emphasized that change is going to happen and how people react to that change.

Ms. Atwood said she attended the PLA 2004 National Conference in Seattle, WA which included programs on customer service, library security, and motivating front line staff.

The delivery of PINES materials between ARLS libraries and the Piedmont Regional Library System was expanded on a trial basis. Atwood said the cooperative agreement saves postage costs for both library systems and will be re-evaluated in a few months.

Atwood told the board that the theme "Step to the beat...READ!" has been chosen for the Vacation Reading Program 2004 and that a variety of performers has been scheduled for each branch library throughout the summer break. In addition, a puppet show, storytelling sessions and a young adult program will be provided by regional library staff, Atwood said.

Ms. Atwood also told the board that our own branch manager, Miss DeGrasse, came up with the idea for "stick on tags" for school children that can be actually attached to children's clothing by school officials so that information about the summer programs gets home to parents. Atwood praised DeGrasse, saying this concept was great and will replace bookmarks this year, which are so often lost, as well as provide a significant savings to the library over the cost of the bookmarks. Also new, Atwood passed out copies of full page calendars that can be altered as needed at each branch library and given to patrons to highlight reading club activities.

.Regional Director - Kathryn Ames

Ms. Ames told the board that it was going to be "an exciting summer" at the library and that each branch will have \$550 to spend on summer reading programs. This was especially good news, since Ms. Ames said the system had expected to be short of funds for the program this year. Ms. Ames said our library has a good reserve fund in place and asked the board to consider expanding the library building at some point in the future. Ames pointed out that this branch is well below the square footage for a county Madison County's size.

Ames also spoke of possibly having two budgets, one for the state's fiscal year and one for Madison County's calendar year.

This branch library can expect to receive a refund of \$811 as it's share from the state's budget maintenance and operating category refund of \$6,500 for the region; this money can be spent however the board sees fit.

Ms. Ames spoke of her frustration over the FY 2005 State Grants to Public Libraries created by the state library, saying that, according to this, the smaller a library system is, the more it is penalized.

The plan, called "New Directions," undermines the regional systems and could lead to break ups of those systems, Ames said.

"We don't want something that will hurt the single counties that are not part of a regional system; we just want an equitable position for everyone," Ames said. She added that she feels this plan is the "worst thing she's seen in 31 years and that it has the potential to destroy regional systems."

Gerald Ingram made a motion to have chairman Moak write a letter to the state librarian explaining our library's objections to "New Directions." The motion was seconded by Elizabeth Murray. The board voted unanimously to approve the motion.

Mr. Moak said he will bring a copy of the letter to the July meeting.

Ms. Ames shared a copy of a document from the governor proclaiming April 20 "Library Worker's Day" in Georgia.

Ames and Atwood reported that the Athens library cut 140 magazine subscriptions to help with the material fund shortfall in the budget and that over 60 patrons responded to the empty shelves by paying subscriptions for the library themselves.

Ms. Ames also discussed the importance of patron surveys as a tool for providing services.

Ms. Ames presented an invitation to a new group called "Friends of Georgia Libraries," whose mission is "to create an informed statewide voice for Georgia's libraries through a grassroots network of citizens who communicate the value of libraries as essential community services and to strengthen the ability of local Friends organizations to support their libraries."

Ames said the organization already has 45 members now and said she would bring more information on their activities as it becomes available.

#### .Friends of the Library - Elizabeth Murray

Mrs. Murray reported that the Friends proceeds from the spring book sale totaled \$2,102.55.

Murray said the Friends delivered 20 boxes of leftover books to the county jail to assist them in starting their own library and that Mr. Moak had also taken nine boxes of books to the Literacy in Action organization in Athens.

Mr. Moak reported that he planned to attend several county festivals as a representative of the Friends and he urged all the Trustees to renew their Friends memberships if they had not already done so.

#### COMMITTEE REPORTS

##### .Building and grounds - Elizabeth Murray

Murray and Fern Coutant reported that they are checking on the price of artificial rocks for for a landscape area outside the library.

#### NEW BUSINESS

.Meeting room policy - Mr. Moak reported that a vote on the revised meeting room policy had been postponed by the regional board in January until it was presented to each of the local board of trustees for their review. Moak emphasized that libraries will give preference to their own programs and events before booking other meetings/activities for their meeting rooms. The board also discussed the fact that meetings held in the room must be open to the public. No private



meetings will be allowed. Also, DeGrasse said that at our library, the person who signs for the front door key is the person held responsible for clean up and maintenance of the room during meetings.

.Substance abuse policy - Mr. Moak said a discussion of this policy statement is coming up at the regional meeting.

Ms. Ames said the policy was due for a revision but that a 31 percent increase in workman's compensation and instances of substance abuse in employees necessitated the project.

.Trustee board training - Ms. Ames encouraged board members to attend this training, which was set for May 12 from 4 - 6:30 p.m. at the Athens Library.

.GLA meeting - Mr. Moak said the Georgia Library Association was to meet in Athens October 13-15 in an attempt to increase awareness of library functions.

#### ANNOUNCEMENTS

Mr. Moak announced that the next board meeting will be July 8 at 4:30 p.m. at the library.

With no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted by  
Margie Richards, secretary  
Madison County Library Board of Trustees  
April 14, 2004

*approved  
10-14-04*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES FOR July 8, 2004**

The Madison County Library Board of Trustees met at 4:30 p.m. on July 8, 2004 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Gerald Ingram, Judy Atwood, Suzanne DeGrasse, Kathryn Ames, Elizabeth Murray, Jackie Griffeth, Gail Bates, Ramona Booth and Margie Richards.

The minutes of the April 8, 2004 meeting were approved by unanimous vote with a brief discussion that the "New Directions" plan for FY 2005 (State Grants to Public Libraries) had been put on hold. Chairman Michael Moak's letter protesting the matter was drafted but not sent due to this.

#### REPORTS

##### •Chairman - Michael Moak

Mr. Moak discussed how our local library's budget figures can appear somewhat misleading due to the difference between the library's fiscal year calendar and Madison County government's calendar year. Regional director Kathryn Ames said she would have another budget drafted on the calendar year for clarification purposes. Both Moak and Ames commented that the library is "doing great" with \$5,000 left in the gift account, which can either be kept there, used for identified expenses or put aside for a future building project.

Mr. Moak reported that employee Stan Rowland had received his Notary Public and asked to be reimbursed for his expenses.

##### •Branch manager - Suzanne DeGrasse

Miss DeGrasse presented a budget status worksheet from county clerk Morris Fortson, noting that this is the first time the library has received such a document. Miss DeGrasse gave the form to the finance committee for review.

Miss DeGrasse told the board that children's librarian Debbie Lester has submitted her letter of resignation and that her last day was to be July 17, 2004. She pointed out that Mrs. Lester would be back for the last two major summer reading club events.

Miss DeGrasse said that lots of applications had been received and that a volunteer was available to fill in until the position was filled.

524 children have signed up for the summer reading program, including a Wednesday program and a Friday program for young adults. Miss DeGrasse said the program was going very well. Computer classes at the library are always attracting new people and continue to be very popular. A book discussion group and a scrap booking class is also doing very well.

Miss DeGrasse said it continues to be a matter of "finding the right thing at the right time for patrons."

A library survey filled out by 33 patrons produced generally good results in patron satisfaction.

##### •Regional consultant - Judy Atwood

Ms. Atwood reported on KOMO workshops.

##### •Regional director - Kathryn Ames

Mrs. Ames made a tentative announcement about Friends of Georgia Libraries (FOGL) workshops set for September. Chairman Moak encouraged board members to attend the workshop set for Wednesday, Sept. 22 at the Oconee County Library.

Mrs. Ames reported on a National Endowment for the Arts report stating that fewer than half the population reads books, magazines, etc. and that libraries are losing readers. But she noted that our local libraries are holding steady in patrons and even increasing in use for various reasons. There will be staff development seminars at the new student learning center at the University of Georgia on Sept. 15.

Ames announced that she is "very happy" New Directions has been shelved and that the chances for it being reconsidered are not good.

#### COMMITTEE REPORTS

##### •Building and grounds - Elizabeth Murray

Mrs. Murray reported on the development of the zero-scape and that boulders for it had been priced at Backyard to Nature at \$199/ton. Murray said she felt it would take three good-sized boulders to fit into the area and asked for the approval to spend \$300 - \$350, plus a \$50 delivery charge for the boulders.

Miss DeGrasse suggested incorporating "library-themed" art work into the area.

Mrs. Ames stated that the expenditure was an appropriate expense for the reserve funds.

The board voted unanimously to allow up to \$1,000 to be spent on the zero-scape and to look into having library related art work as well as boulders.

•Finance committee - Gerald Ingram

Mr. Ingram expressed concern that the budget status worksheet from the county had a July 12 deadline. Mr. Moak agreed to call county clerk Morris Fortson and request more time to fill out the form.

A discussion about the proposed budget followed, including a two versus three percent increase in salaries for employees. It was noted that a previous survey by the personnel committee had found that the salaries of library employees are in line with similar libraries and with county employees with comparable jobs.

Mr. Ingram said he would go see Mr. Fortson once the worksheet has been completed.

A discussion followed about long-term and short-term plans for the library, including expanding the size of the building and increasing personnel and hours the facility is open to the public.

Mr. Moak appointed a special projects committee (Ingram, Jackie Griffeth and Ramona Booth) to consult with Miss DeGrasse and develop some ideas for the next meeting in October.

•Personnel - Elizabeth Murray

The personnel committee (Murray, Fern Coutant and Margie Richards) will try to be present for upcoming children's librarian interviews.

NEW BUSINESS

•Nominating committee - Gail Bates, Alice Sturgis, and Murray were charged with nominating a slate of officers for 2005 to present at the October meeting.

•Three new regional policies were discussed by Mr. Moak: Succession Policy for new library director; an addition to the personnel policy and independent contractors.

•Mr. Moak announced that the regional library board was to meet at the Madison County branch the following week.

The Friends were to provide refreshments for the regional board.

•Mrs. Murray (building and grounds) suggested removing broken chairs from the library if no plans were implemented to fix them within the next few days. The board voted to do this.

The building and ground committee was also to survey the chair inventory in the library and submit a report at the October meeting.

With no further business, the meeting was adjourned at 5:40 p.m.

Respectfully submitted by  
Margie Richards, secretary  
Madison County Library Board of Trustees  
August 31, 2004



*approved  
10-14-04*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES FOR SEPT. 22, 2004**

The Madison County Library Board of Trustees met in a special called meeting at 4:30 p.m. on Sept. 22, 2004 at the Madison County Library.

In attendance were: Michael Moak, Judy Atwood, Kathryn Ames, Elizabeth Murray, Jackie Griffeth, Gail Bates, Ramona Booth, Alice Sturgis, Fern Coutant and Margie Richards.

The purpose of the meeting was to discuss the damage done to the library building from a tornado the previous Thursday afternoon. The library had to be closed for business due to the damage.

Regional director Kathryn Ames told the board that all the library's staff had temporarily been assigned to the main library in Athens to work on regional projects at the same hours and pay of their regular jobs.

She also informed the board that she had called the state library to find out if there were any emergency library building funds and was told there were none.

However, Mrs. Ames pointed out that the county owns the building and it is well-insured, which is good news.

Since the back part of the library has been condemned due to the damage, Ames suggested the board follow county commission chairman Nash's suggestion to move the shelves in that section (adult reading) forward into the undamaged section and move much of the furniture, display cases, etc., out of the main library and store them or move them into the general purpose meeting room while repairs are underway.

Ames added that she would like for the children's reading area to remain intact as much as possible, since so many of the library's patrons are children.

- Chairman Mike Moak requested that the board vote on whether or not to reimburse the staff for mileage while they are traveling to Athens to work, stating that an employee had questioned him about it. He suggested no mileage be paid since the staff is still performing their primary duties, although in a different location. Libby Murray made the motion not to reimburse and Ramona Booth seconded. The vote was unanimous not to reimburse mileage to the staff.

- Mr. Moak discussed the fact that the power has been cut off to the back section and that nothing inside, including computers had been damaged. He pointed out that the contents of the building are insured through the regional library system.

Mr. Moak asked Mr. Nash whether changing/expanding the building might be possible during the construction. Mr. Nash, who had stopped by during the meeting, said it was possible and told the board to discuss the matter.

Mr. Moak then asked the special projects committee (Jackie Griffeth, Ramona Booth and Gerald Ingram) to go ahead and prepare their plan for expansion at the next regular board meeting on Oct. 14.

Mrs. Ames said the matter would depend on whether or not any funds were available for expansion, and if not, the library will need to go back with the original floor plan.

Mrs. Murray said she would especially like to see the library have more office space for the staff. It was pointed out that the current size of the library is 7,500 feet below state standards.

- The board agreed that the main objective at this time is for the library to re-open and resume services to the community.

For the immediate future, the board agreed to resume the library's book sale on Friday, Sept. 24 and run it through Friday, Oct. 1, in the general purpose room.

Mrs. Murray agreed to contact Dot Deason, coordinator of the book sale, to re-open it and call volunteers to man it.

After the sale is finished, the staff and prison workers for the county will begin to move the shelving forward and do the other things necessary to get the library re-opened.

Mrs. Ames said she would collect book carts and boxes from other libraries. Mrs. Ames said she would contact the original architect for the building and she, Ms. Atwood, Susie Degrasse and Sara Carter would draw a diagram of how things need to be arranged.

Ames also suggested following Mr. Nash's suggestion of replacing the roof with a metal one.

Mr. Moak requested that Margie Richards write press releases for the book sale and library services.

Mr. Moak said everyone should have a good idea of when the library will re-open by the regular board meeting on Oct. 14.

Mrs. Ames said she would set up an account for a "capital replacement project" for the library for any donations for the building.

Ames advised the board to not utilize any reserve funds until insurance funds are expended.

A discussion followed on the moving of furniture, display cases and other related matters.

Ames told the board that all book fines have been suspended until the library re-opens. The board decided to re-open the outside book drop for patrons to return books.

•Chairman Moak thanked Mrs. Ames for her help and for the resources of the Regional System.

The meeting adjourned at 5:25 p.m.

Respectfully submitted by

Margie Richards, secretary

Madison County Library Board of Trustees

Sept. 30, 2004

#### MEETING WITH BOC CHAIRMAN NASH

Prior to the regular called meeting, library board members met at 4 p.m. with Madison County commission chairman Wesley Nash.

Mr. Nash took the board on a tour of the outside of the building, pointing out where the storm had damaged it.

Mr. Nash said he felt 90 percent of the building was in good shape, based on what he had heard from inspectors.

He advised that no internal damage to books or other materials had been found.

Once inside, he pointed out cracks in the ornamental beams inside the lobby area, but said they were support beams, but were for appearances only.

He recommended moving the "overload" into the library's conference room and move shelves/materials in the damaged section forward. He said the back portion would be cordoned off to tear down and re-build since it had been condemned as unsafe.

Nash said county inmate labor could be used to help with moving items, etc.

"You'll be back in the 'old' library, and you can run the library as always and offer the same services," he said.

"This is an optimum time (to discuss expansion) if you have plans to expand," Nash told Mr. Moak.

Mr. Nash said he would wait for a recommendation from the board before proceeding with any work.

Respectfully submitted by

Margie Richards, secretary

Madison County Library Board of Trustees

Sept. 30, 2004

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES FOR October 14, 2004**

*approved  
with  
corrections  
1-20-05*

The Madison County Library Board of Trustees met at 4:30 P.M. on October 14, 2004 in the general-purpose room of the Madison County Library. In attendance were: Michael Moak, Gerald Ingram, Suzanne DeGrasse, Ramona Booth, Gail Bates, Jackie Griffeth, Judy Atwood, Elizabeth Murray, Alice Sturgis.

President Michael Moak called the meeting to order. In the absence of Secretary Margie Richards, Ramona Booth was asked to take minutes. The agenda was approved with the addition of two topics, fund raising ideas and landscaping contract approval. Minutes for the July 8, 2004 meeting and the called meeting of September 22, 2004 were approved as printed.

## **REPORTS**

### **Chairman – Michael Moak**

Mr. Moak presented the Goals and Plans for the Madison County Library, which were developed by the Special Projects Committee on Goals and Planning (Ramona Booth, Jackie Griffeth and Gerald Ingram). Using a flip chart and handout, Mr. Moak explained the 13 Library Services Responses and how the goals and plans for Madison County Library fit these Responses. It was emphasized that the Madison County Plans and Goals were a collaborative effort of the library staff, the community and the trustee committee. Mr. Moak briefly discussed the options of adding space to the library and noted that this was an ideal time to do so, in light of the construction that must be done to repair the damage from the recent tornado. Total cost of expanding to meet state standards would roughly be \$2,821,429.00. Possible sources of funding were listed: State and local matching funds, Library Reserve fund, private fundraising, and future SPLOST. Mr. Moak expressed gratitude to the Special Projects Committee on Goals and Plans. Madison County Commission Chairman Nash has asked if plans for expansion were being considered at this time and he was informed that they were. Gerald Ingram showed a rough drawing of possible expansion plans. Mr. Moak and Elizabeth Murray will be talking with Commissioner Nash on Monday, October 18, 2004. Mrs. Murray made a motion that the Board of Trustees approves the hiring of an architect for the expansion, as suggested by Regional Director, at the proper time. The motion was seconded and approved.

Mr. Moak appointed an initial Building Steering Committee consisting of the Board of Trustees Executive Committee, Regional Director, Madison County Librarian and Chairman of Building and Grounds Committee.

### **Branch Manager – Suzanne DeGrasse**

Miss DeGrasse reported that statistics for the quarter, especially September, were low due to the closing of the library after the tornado damage. She reported that 697 children and 30 young adults participated in the Summer Reading Program. This is a large increase in participation over previous years. Miss DeGrasse announced that Stan Rowland, the library computer specialist, would be leaving the library on October 22,

2004 to move to Macon. Advertisements for this staff vacancy have already been placed in local and area newspapers. Miss DeGrasse discussed the numerous workshops, classes and programs she had attended recently.

#### **Regional Director – Judy Atwood for Kathryn Ames**

Mrs. Atwood praised the Madison County Library Staff for all the work done during the time the library had been closed because of the tornado. They have moved all the materials from the damaged area and have the library almost ready to open.

Mrs. Atwood announced the new courier system for PINES will go into effect next week. This will speed up delivery of material and do away with the necessity to depend upon the mail. New Gates computer will be in by the end of October. The Board of Trustees instructed Mrs. Atwood to label, store and secure <sup>old</sup> ~~new~~ computers for the Madison County Library until construction could be completed.

An IMLSV grant of \$250,000.00 has been received by the Regional Library to establish a Hispanic Library in the region. This Hispanic Library will be established in the Pinewoods Area near the Madison County line. Gerald Ingram made a motion that shelving and other furniture items, which the Madison County Library had to put in storage due to the storm, be made available for use in the new Hispanic library with the understanding that Madison County will receive in-kind items back when needed. This motion was seconded and approved.

Ramona Booth made a motion that the Madison County Library has a "Free Fine Week" when the library reopens. This motion was seconded and approved.

Mrs. Atwood said the financial statement as printed showed that the library was in good shape financially.

#### **COMMITTEE REPORTS**

##### **Building and Grounds – Elizabeth Murray**

Mrs. Murray made a motion that the contract with Angels of Earth, owned by Billy Angel, be renewed at the same amount (\$183.75 per month) for the next two (2) years. Motion was seconded and approved. Mrs. Murray reported that the Jade Tree Nursery had completed the <sup>Xeriscape</sup> ~~zero-scape~~ outside the library for a final price of \$1,025.00. She encouraged the Trustees to view this addition and stated that the committee was looking for a Japanese lantern to add to the zero-scape.

Mrs. Murray reported that 6 broken library chairs had been discarded and that others will be checked for damage. A crocheted afghan has been donated to the Board of Trustees. Mrs. Murray made a motion that a raffle for this afghan be held by the Board to raise funds for the Library Building Fund. The motion was seconded and approved.

##### **Friends of the Library – Elizabeth Murray**

Mrs. Murray reported that \$2,336.65 was made on the Friends' Fall Book Sale.

**Nominating – Gail Bates**

Officers nominated for next year: President-Michael Moak, Vice-President-Ramona Booth, Secretary-Margie Richards, and Treasurer-Gerald Ingram. Jackie Griffeth made a motion to accept the nominations as reported. The motion was seconded and unanimously approved.

**OLD BUSINESS - none****NEW BUSINESS**

Miss DeGrasse announced that all libraries in the system had been designated as Drug Free workplaces. All new employees must pass a drug test.

Mr. Moak discussed the Advocacy Workshop he and others attended. He suggested that the Board appoint an advocacy committee to keep local officials informed about the library activities and needs. The creation of this committee will be an objective for the officers in the next year.

Miss DeGrasse announced that the library would be ready to reopen on Monday, October 25, 2005. She wants to publicize this event and with the help of the Friends of the Library offer patrons a "party". Magnets with Library hours and phone numbers were given to each Board member. These were provided by the Friends of the Library and will be available for patrons and others.

Gail Bates informed the Board about a jewelry collection that could be sold to use as a fundraiser for the library. She gave all her printed information to Treasurer Gerald Ingram to begin a file of fund raising ideas for future projects.

With no further business, the meeting was adjourned at 6:00 P.M.

Respectfully submitted by  
Ramona Booth in the absence of  
Margie Richards, secretary  
Madison County Library Board of Trustees  
October 16, 2004